

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: YOUTH PROGRAMS

DATE: NOVEMBER 1, 2007

Committee Members Present:

Supervisors Gabriels
F. Thomas
Girard

Others Present:

Margaret Sing Smith, Director, Youth
Bureau
Joan Sady, Clerk, Board of Supervisors
Supervisor Sheehan
Katy Goodman, Secretary to the Clerk

Committee Members Absent:

Supervisors Champagne
Merlino

Mr. Gabriels called the meeting to order at 10:45 a.m.

Privilege of the floor was extended to Margaret Sing Smith, Director of the Youth Bureau, who distributed copies of her Agenda packet for the meeting, a copy of which is on file with the minutes.

Pursuant to Agenda Item No. 1, Review/amend/accept minutes from the August 22, 2007 Committee meeting, Mrs. Smith advised there were some corrections to the minutes because she had misspoken at the meeting. She stated on Page 2 in Paragraph 2 the minutes should have read that "Amy Bartlett, First Assistant County Attorney, had reviewed the Youth Board's By-laws", instead of "Paul Dusek, the County Attorney". Mrs. Smith stated the second correction was on Page 4 in Paragraph 4 and it should have read that "the County's youth population was 17,550," rather than "17,560."

Motion was made by Mr. F. Thomas, seconded by Mr. Girard and carried unanimously to approve the minutes of the previous meeting, as corrected, subject to correction by the Clerk. A copy of the minutes which showed the necessary corrections is on file with the minutes.

Mrs. Smith proceeded with review of a request for a certificate of appointment and a resolution as outlined under Agenda Item No. 2 a and b. First, she stated, the certificate of appointment was to name Wendy Burkowski to fill the unexpired term of Joan Baldwin, resigned, to represent the Town of Bolton on the Warren County Youth Board. Mrs. Smith stated she would provide Ms. Baldwin's letter of resignation to the Clerk of the Board of Supervisors' Office.

Motion was made by Mr. F. Thomas, seconded by Mr. Gabriels and carried unanimously to approve the aforementioned request, as presented, and the necessary certificate of appointment was authorized for the November 16th Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Gabriels stated Agenda Item No. 2 b was a request to authorize an amendment to the 2007

Resource Allocation Plan for the New York State Office of Children & Family Services (OCFS) to use unallocated reserve funds to increase state funds for municipal programs as recommended by the Warren County Youth Board using 100% state funds. He apprised the amount of the funds was \$2,461. Mrs. Smith advised the funds would be used for one-time activities in the Towns of Lake George, Bolton, Chester and Johnsbury. A copy of the list of the activities and funding amounts for the programs was included in the Agenda packet and is on file with the minutes.

Dialogue ensued between Mrs. Smith and Joan Sady, Clerk of the Board of Supervisors, and Mrs. Smith confirmed the correct amount of the allocation was \$2,461 instead of the \$3,368 that was shown on the resolution request form. She stated the change was because Lake George did not apply for any funds. Mrs. Smith explained because the funds were for the municipalities they did not go through the County budget. *(Note: Subsequent to the meeting it was determined that the correct amount for the requested allocation was the \$3,368 instead of the \$2,461 as stated in the Committee meeting.)*

Motion was made by Mr. F. Thomas, seconded by Mr. Girard and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary resolution for the next board meeting. A copy of a resolution request form is on file with the minutes.

Next, Mrs. Smith presented requests for approval of resolutions for 2008 Youth Programs (Agenda Item No. 3 a - e). The first request was to authorize submission of an application to the State OCFS for funds in the amount of \$131,265, as outlined in the 2008 Resource Allocation Plan/Package for youth programs operated by municipalities and non-profit agencies. Mrs. Smith apprised that the total amount of the funds the Youth Board had recommended were outlined on the colored sheets that were included in the Agenda packet. She stated the blue and yellow sheets listed the subcontracts with the community based agencies and the pink sheet listed the Youth Recreation and the Youth Service Programs for the municipalities. Mrs. Smith apprised out of the total \$131,835 allocation there would be a small amount of funds left to use for something next year because Lake George had reduced the amount of its request. She advised the Youth Board had decided not to keep any other reserve of funds for next year.

Motion was made by Mr. Girard, seconded by Mr. F. Thomas and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary resolution for the next board meeting. A copy of a resolution request form is on file with the minutes.

The next request was to renew the current contracts with community agencies for Youth Development/Delinquency Prevention (YDDP) and Special Delinquency (SDPP) Prevention Programs (Agenda Item No. 3 b). Mrs. Smith advised the SDPP funds were 100% State funds and the subcontracts and the community agencies to be funded were listed on the blue sheet and the subcontracts for the YDDP funds were outlined on the yellow sheet.

Motion was made by Mr. F. Thomas, seconded by Mr. Girard and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary resolution for the next

board meeting. A copy of a resolution request form is on file with the minutes.

Pursuant to Agenda Item No. 3 c, Mrs. Smith requested approval to renew the current contract with the Warren-Hamilton Counties ACEO (Action Committee for Economic Opportunity) for the Community Action Alternative Sentence Program in the amount of \$866. She apprised the \$866 funds to match the State's \$866 for the contract were provided through the Board of Supervisors' budget.

Motion was made by Mr. Girard, seconded by Mr. F. Thomas and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary resolution for the next board meeting. A copy of a resolution request form is on file with the minutes.

Next, Mrs. Smith requested approval to authorize her to sign intrafund transfers (no increase or decrease in state aid) for programs in the 2008 Resource Allocation Plan (Agenda Item No. 3 d). She noted this was an annual request.

Motion was made by Mr. Girard, seconded by Mr. F. Thomas and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary resolution for the next board meeting. A copy of a resolution request form is on file with the minutes.

Concluding the 2008 Youth Programs Resolution Requests, Mrs. Smith requested authorization to renew the current agreement with Washington County to operate the program for runaway-homeless-street involved youth at the WAIT House. She explained the WAIT House was operated by the Homeless Youth Coalition and under the agreement her salary was used to show the required local share match toward the State funds. Mrs. Smith explained no money was exchanged between the two Counties; and she confirmed for Mr. Gabriels that the amount for the agreement would be the same as it was in 2007.

Motion was made by Mr. F. Thomas, seconded by Mr. Girard and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary resolution for the next board meeting. A copy of a resolution request form is on file with the minutes.

Pursuant to Agenda Item No. 4 a and b, Mrs. Smith presented requests pertinent to the Warren County Youth Court. The first request was to authorize renewal of the current Memorandum of Understanding (MOU) with the Warren County Department of Social Services (DSS) to provide preventive services with NYS Community Optional Preventive Services (COPS) funds in 2008. She explained the Youth Bureau contracted with DSS for the funds and in turn they would subcontract with the Council for Prevention of Alcohol and Substance Abuse, Inc., to operate the Warren County Youth Court. Mrs. Smith apprised the funding formula was a 65/35 match.

Mrs. Smith stated the second part of the request was to authorize the renewal of the current contract with the Council for Prevention of Alcohol and Substance Abuse, Inc., for the operation of the Warren County Youth Court. She apprised the total amount of the contract was \$62,706

which was \$20,000 from STOP-DWI funds and \$42,706 (\$27,759 in COPS funds and \$14,947 in County funds). Mrs. Smith confirmed for Mr. Gabriels that the County Traffic Safety Board had committed the STOP-DWI funds in early summer.

Motion was made by Mr. Girard, seconded by Mr. F. Thomas and carried unanimously to approve the aforementioned requests, as presented, and to authorize the necessary resolutions for the next board meeting. Copies of resolution request forms for the items are on file with the minutes.

Next, Mrs. Smith discussed requests for the Committee members' approval of in-State travel for herself (Agenda Item No. 5 a - c). She stated two of the requests were to travel and transport/chaperone youth to events in 2008 which were similar to requests that had been approved previously this year. Mrs. Smith mentioned that she usually presented the request to attend the NYS Youth Leadership Forum & Legislative Breakfast in Albany in February in the prior year so the trip could be planned ahead of time.

Mrs. Smith stated the first request was to use a County vehicle on November 14th and 17th, 2007 for a different type of request than to transport youth from the County Municipal Center to an event out of town. She explained she would drive a County vehicle to the Town of Warrensburg and then transport youth from the Town to attend the Community Mapping Project for youth through the Assets Coming Together (ACT) for Youth Program and the County Planning & Community Development Department, that would be held in the Town on those dates. Mrs. Smith advised she had not yet been able to discuss with the County Attorney exactly how the transportation and chaperoning should be handled in this particular case. She stated this was a policy issue as well, because she would like the Committee members to consider with the County Attorney's recommendations that there might be easier ways to address some of the transportation questions and approvals for the future. For example, Mrs. Smith stated, in this case it would not be practical for the youth to come to the County building and then be transported back to Warrensburg in a County vehicle.

Mr. Girard questioned if they would be approving the requests before the County Attorney had reviewed and approved them. Mrs. Smith replied the County Attorney had previously approved other requests like those in Items b and c. However, she said, the request to travel to Warrensburg was different because youth were included in travel within the County. Mrs. Smith stated for previous requests for overnight events the County Attorney had required the youth to provide permission slips signed by their parents and she would concur with that procedure if it were required.

Mr. F. Thomas asked if the County's insurance would cover the travel and the youth while they were in the County car. Mrs. Sady stated she felt the Committee member's consent for that date would mean the County's insurance would cover the youth while they were in the County car. She stated if the County Attorney required permission slips they could be obtained and placed on file with the requests after the event had taken place.

Motion was made by Mr. Girard, seconded by Mr. F Thomas and carried unanimously to approve the following requests: 1) To authorize Mrs. Smith to travel and chaperone four youth to attend the Community Mapping Project for Youth in Warrensburg on November 14th and 17th, contingent upon the recommendations of the County Attorney; 2) To authorize Mrs. Smith to travel and chaperone four youth to the New York State Capitol in Albany, New York to attend the Youth Leadership Forum & Legislative Breakfast on February 11th and 12th, 2008; 3) To authorize Mrs. Smith to travel and chaperone up to four youth to the ACT for Youth Regional Training for Youth & Adults at Ulster BOCES, in New Paltz, New York on March 29, 2008. The necessary resolutions for Items No. 2 and 3 were authorized for the next board meeting. Copies of resolution request forms and attachments relative to the requests are on file with the minutes.

Mrs. Smith discussed the Updates items (Agenda Item No. 6). Relative to the number of Youth served in 2006, she noted the Committee members had requested this information at the last Committee meeting. Mrs. Smith stated the data was outlined on a yellow sheet which was included in the Agenda packet. She apprised that the County's youth population was 17,550 and that was approximately one-third of the total population. However, Mrs. Smith noted, the data from the 2006 Program Annual Reports showed that over 18,000 youth, or more than the youth population, had participated in the programs. She explained that was because some of the youth attended more than one program. Mrs. Smith pointed out the information included a snapshot of the benefits of the programs for youth and families.

Next, Mrs. Smith spoke on the Americorps Program position. She reminded the Committee members that earlier in the year she had requested approval to have an Americorps Program intern work in the Youth Bureau for 300 hours of service at no cost to the County. One of the Program's key areas was to provide opportunities for youth, she noted. However, Mrs. Smith stated, the Program was federally-funded and she had been advised by the Program's agency that the funds had been cut. Therefore, she stated, at this point the opportunity to have the position did not exist at this time. However, Mrs. Smith reported, the State had issued a new Request for Proposals (RFP) for Americorps projects in the State and various agencies would be applying for funding of their projects in December. She advised she intended to possibly contact one of the agencies to see if she could obtain a no-cost position for the Department in 2008. She noted as the person in the position could be aged 17 and older, perhaps a high school senior could do an internship in the Department. Mrs. Smith advised she would find out more information about what slots might be available through the State in 2008.

Next, Mrs. Smith noted, an update on the status of the approval of the Integrated County Youth & Family Services Plan had been carried over from the September Committee meeting. She reported the Plan had been approved earlier in the year.

Concluding the Updates, Mrs. Smith advised the State OCFS Bureau of Compliance had monitored all of the administrative, fiscal, etc., operations of the Youth Bureau in late September. She stated they had not yet received the Report on the outcome of the monitoring visit that would include the Bureau's recommendations to address any deficits that might have been found.

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Mrs. Smith advised she would receive the Report and she would bring a copy of it for the Committee members' information at a future meeting and that a copy would also be provided to the Clerk of the Board of Supervisors.

The Youth Bureau's Budget Performance Report for the year-to-date was included in the Agenda packet and is on file with the minutes.

There being no further business to come before the Committee on motion by Mr. Girard and seconded by Mr. F. Thomas, Mr. Gabriels adjourned the meeting at 11:10 a.m.

Respectfully submitted,

Katy Goodman, Secretary to the Clerk